

# Maternity Leave Company Policy

## 1. Introduction

At [Company Name], we recognize the importance of supporting our employees during significant life events, including the birth or adoption of a child. This comprehensive maternity leave policy outlines our commitment to providing a supportive and inclusive work environment for expectant and new mothers.

### 1.1 Purpose

The purpose of this policy is to establish clear guidelines for maternity leave, ensuring that all eligible employees understand their rights, benefits, and responsibilities during this important time.

### 1.2 Scope

This policy applies to all full-time and part-time employees who have completed at least 12 months of continuous service with the company.

## 2. Eligibility

To be eligible for maternity leave benefits, employees must meet the following criteria:

- Have completed at least 12 months of continuous service with the company
- Be expecting a child through birth or adoption
- Provide appropriate documentation, including medical certificates or adoption papers

## 3. Duration of Maternity Leave

### **3.1 Standard Maternity Leave**

Eligible employees are entitled to 26 weeks (6 months) of paid maternity leave, which can be taken as follows:

- Up to 4 weeks before the expected due date
- 22 weeks following the birth or adoption of the child

### **3.2 Extended Maternity Leave**

Employees may request an additional 26 weeks of unpaid leave, subject to approval by their department head and HR. This extended leave must be requested at least 8 weeks before the end of the standard maternity leave period.

## **4. Compensation and Benefits**

### **4.1 Paid Leave**

During the 26-week paid maternity leave period, employees will receive:

- 100% of their regular salary for the first 13 weeks
- 75% of their regular salary for the remaining 13 weeks

### **4.2 Benefits Continuation**

Throughout the maternity leave period (both paid and unpaid), the company will continue to provide and maintain:

- Health insurance coverage
- Dental and vision insurance
- Life insurance
- Retirement plan contributions

### **4.3 Annual Leave Accrual**

Employees will continue to accrue annual leave during the paid maternity leave period. However, annual leave will not accrue during any unpaid extended leave.

# 5. Notification and Documentation Requirements

## 5.1 Initial Notification

Employees should notify their immediate supervisor and the HR department of their pregnancy or adoption plans as soon as possible, but no later than the end of the first trimester or upon receiving adoption approval.

## 5.2 Leave Request

A formal maternity leave request must be submitted to HR at least 8 weeks before the intended start date of the leave. This request should include:

- Expected due date or adoption date
- Intended start date of maternity leave
- Planned duration of leave
- Any requests for flexible working arrangements upon return

## 5.3 Medical Certification

Employees must provide a medical certificate from their healthcare provider confirming the pregnancy and expected due date. For adoptions, relevant documentation from the adoption agency is required.

# 6. Return to Work

## 6.1 Notice of Return

Employees must provide written notice of their intention to return to work at least 4 weeks before their expected return date.

## 6.2 Flexible Working Arrangements

Upon return from maternity leave, employees may request flexible working arrangements, such as:

- Part-time work
- Job sharing
- Flexible hours
- Remote work options

These requests will be considered on a case-by-case basis, taking into account the employee's role and business needs.

## **6.3 Phased Return**

To facilitate a smooth transition back to work, employees may opt for a phased return over a period of up to 4 weeks. This arrangement allows for gradually increasing work hours or days per week.

## **7. Breastfeeding Support**

The company is committed to supporting breastfeeding mothers upon their return to work. We provide:

- Private, clean, and comfortable lactation rooms at all office locations
- Refrigerators for storing expressed milk
- Reasonable break times for expressing milk

## **8. Career Development and Training**

To ensure that maternity leave does not negatively impact an employee's career progression:

- Employees on maternity leave will be kept informed of any significant changes or opportunities within the company
- Upon return, employees will receive a comprehensive briefing on any changes to their role or department

- Returning employees will have priority access to relevant training programs to update their skills

## **9. Non-Discrimination and Protection**

The company strictly prohibits any form of discrimination or adverse treatment based on pregnancy, childbirth, or related conditions. This includes, but is not limited to:

- Hiring decisions
- Promotions
- Work assignments
- Performance evaluations

## **10. Partner Leave**

In addition to maternity leave, we offer partner leave to support the non-birthing parent:

- 4 weeks of fully paid leave
- Can be taken within the first 6 months after the child's birth or adoption
- Option to take leave in one block or in separate weeks

## **11. Adoption and Surrogacy**

This policy applies equally to employees who are adopting a child or having a child through surrogacy. The same benefits and provisions outlined for maternity leave are available in these cases.

## **12. Multiple Births or Adoptions**

In the case of multiple births (e.g., twins) or adopting more than one child simultaneously, the standard maternity leave period will be extended by 4 weeks for each additional child.

## 13. Miscarriage and Stillbirth

In the unfortunate event of a miscarriage or stillbirth, employees are entitled to:

- 6 weeks of fully paid leave for miscarriages occurring after the first trimester
- Full maternity leave benefits for stillbirths occurring after 24 weeks of pregnancy
- Access to counseling services through our Employee Assistance Program

## 14. Policy Review

This maternity leave policy will be reviewed annually to ensure it remains compliant with current legislation and continues to meet the needs of our employees. Any changes will be communicated to all staff in a timely manner.

## 15. Contact Information

For any questions or concerns regarding this policy, please contact:

Human Resources Department

Email:

[hr@companyname.com](mailto:hr@companyname.com)

Phone: (XXX) XXX-XXXX

## 16. Acknowledgment

All employees are required to read and acknowledge this maternity leave policy. By doing so, you confirm that you understand and agree to comply with the terms outlined in this document.

Last updated: September 16, 2024